

***NATIONAL WEATHER SERVICE INSTRUCTION 1-702***

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***Administration and Management  
Administrative Controls, NWSPD 1-702***

***NATIONAL WEATHER SERVICE ALTERNATIVE WORK SCHEDULES PROGRAM***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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## National Weather Service Alternative Work Schedules Program

Table of Contents	Page
1. Introduction .....	2
2. Documentation .....	2
3. Compressed Schedule (CS) .....	2
3.1 5-4-9 Schedule .....	3
3.2 4/10 Schedule .....	3
4. Flexible Schedule .....	3
4.1 Flexitour .....	3
4.2 Gliding Schedules .....	3
5. Eligibility .....	3
6. Approval .....	3
7. Administration .....	4
7.1 Timekeeping .....	4
7.2 Schedule Changes .....	4

1. Introduction: This procedure provides written guidance to National Weather Service (NWS) employees on Alternative Work Schedules (AWS). AWS is available through either a compressed schedule or a flexible schedule.

2. Documentation: AWS is governed by applicable law, ruling, and regulation. In addition, AWS is governed by the DOC Handbook on Hours of Duty and Leave Administration ([http://ohrm.doc.gov/handbooks/leave/Alt\\_Work\\_Sch.htm](http://ohrm.doc.gov/handbooks/leave/Alt_Work_Sch.htm)) and the NWS-NWSEO Negotiated Agreement (<http://www.nwseo.org>).

3. Compressed Schedule (CS): A fixed schedule with the 80-hour pay period scheduled for less than 10 work days. There are no flexible time bands, no core hours, and no allowance for credit hours. An employee may not vary the daily or weekly tour in any way without prior supervisory approval. Overtime work are those hours in excess of the scheduled hours of work for each scheduled work day and/or 80 hours of work scheduled in the pay period. CSs cannot be mixed with flexitime schedules. The two primary models of CS:

3.1 5-4-9 Schedule: Within each pay period, one work week is comprised of five 9-hour workdays and one work week is comprised of three 9-hour workdays and one 8-hour workday, with one day off, for a total of 80 hours of work in 9 workdays. In every pay period, the “day off” must be scheduled.

3.2 4/10 Schedule: Each of the 2 work weeks of a pay period contain four 10-hour workdays, for a total of 80 hours of work in 8 workdays. In each work week, the “day off” must be scheduled.

4. Flexible Schedule: A flexible schedule consists of core hours (including lunch) and flexible time bands. Core hours are defined as: 9:00 am through 3:00 pm. The employee must be present during core hours but can deviate from a specified arrival and departure time and work credit hours. Management can establish core hours for each day worked. Overtime work is more than 8 hours of work per workday and/or 40 hours of work per work week regardless of the tour of duty. Credit hours are hours worked beyond the 8 hours of work per workday and/or 40 hours per work week that are determined by and worked at the election of the employee. Participation in flexible schedules is limited to either a flexitour schedule or a gliding schedule.

4.1 Flexitour: With flexitour, supervisors establish the 8½ hour daily tour of duty, which may differ from the standard hours of business. Once established, the 8½ hour flexitour becomes the employee’s new tour of duty. In assessing the hours of duty proposed for a flexitour schedule for an employee or groups of employees, supervisors must consider the typical business flow and the hours of activities conducted in the work unit, as well as the need for coverage beyond the standard business hours (e.g., to respond to matters of concern at higher headquarters levels). Once a flexitour is established, employees will work this tour of duty normally, and may “flex” their hours of duty up to one ½ hour from the established flexitour without prior approval or consultation with their supervisor.

4.2 Gliding Schedules: With gliding schedules, employees determine the starting and ending time to their 8½ hour daily tour of duty each day without prior approval or consultation with the supervisor.

5. Eligibility: Employees who do not work a rotating shift work schedule are eligible to work an AWS, unless written justification requires a specific fixed work schedule. For individual employees or groups of positions working rotating shifts, eligibility for AWS is evaluated on a case-by-case basis. Written justification by the supervisor may determine it is not in the interest of the NWS to allow AWS for some positions/groups.

6. Approval: Within the confines of law, ruling, regulation, and our Negotiated Agreement, approval to participate in the AWS program rests with the supervisor. The primary factor governing evaluation of a proposed CS is the ability to continue the mission and function of the unit. Other factors which must be considered in evaluating a CS proposal are:

- associated additional costs;
- purported benefits of the proposal;
- effect of the CS on performance, productivity, or output of the work unit;
- effect of the CS on performance, productivity, or output on entities directly impacted by the employee/group; and,
- impact on indirect work activities, such as training, staff meetings, etc.

7. Administration:

7.1 Timekeeping: No time accounting device is needed if a supervisor is visually aware of the arrival and departure of the employees on AWS. Otherwise, employees are required to use either a CD-465, Alternative Work Schedule Attendance Log, or Time and Attendance worksheet to record arrival and departure times.

7.2 Schedule Changes: The supervisor shall adjust the employee's schedule when necessary to accommodate short-term changes in job requirements, such as training, and associated travel to the maximum extent practicable.

This procedure supercedes previously issued guidance on the NWS work schedules.